

# OneNote Online Keyboard Shortcuts

## Keyboard shortcuts in OneNote Online

The keyboard shortcuts that are described in this Help topic refer to the U.S. keyboard layout. Keys on other layouts might not correspond exactly to the keys on a U.S. keyboard.

For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press are separated by a plus sign (+). For keyboard shortcuts in which you press one key immediately followed by another key, the keys to press are separated by a comma (,).

To print this topic, press Ctrl+P.

To search in this topic, press Ctrl+F, type the search text in the box, and then press Enter.

## Microsoft OneNote Online keyboard shortcuts

Keyboard shortcuts in OneNote Online are very similar to keyboard shortcuts in Microsoft OneNote. The keyboard shortcuts listed in this article are for the most common tasks in OneNote Online. For a list of keyboard shortcuts in Microsoft OneNote 2013, see [Keyboard shortcuts in OneNote 2013](#).

### Reading view

#### Navigate the ribbon and panes

TO DO THIS	PRESS
Jump from notebook navigation to browser fields	F6
Activate a different ribbon tab	Tab, Enter
Move among ribbon commands	Tab
Execute the currently selected ribbon command	Enter
Scroll up or down on a page	PgUp, or PgDn

#### Navigation pane

TO DO THIS	PRESS
Page forward through the notebook	Ctrl+PgDn
Page backward through the notebook	Ctrl+PgUp
Go to the first page in a section	Alt+PgUp

Go to the last page in a section	Alt+PgDn
Collapse or expand a section	Enter on selected section

## Editing view

### Navigate the ribbon and panes

TO DO THIS	PRESS
Activate a different ribbon tab	Tab, Enter
Move among ribbon commands	Tab
Execute the currently selected ribbon command	Enter
Move from notebook content to the ribbon, and then move among commands on the current	Ctrl+F6, Enter, Tab

### Navigation pane

TO DO THIS	PRESS
Page forward through the notebook	Ctrl+PgDn
Page backward through the notebook	Ctrl+PgUp
Go to the first page in a section	Alt+PgUp
Go to the last page in a section	Alt+PgDn
New section	Tab to a section, Shift+F10, Down Arrow (three times, to <b>New Section</b> command), Enter
Move current page up or down	Alt+Shift+Up Arrow, Alt+Shift+Down Arrow
Delete page	Tab to page, Shift+F10, Enter
Delete section	Tab to section, Shift+F10, Down Arrow (to <b>Delete</b> command), Enter

### Move insertion point

TO DO THIS	PRESS
From title area to page	Tab, or Enter

Right one character	Right Arrow
Left one character	Left Arrow
Right one word	Ctrl+Right Arrow
Left one word	Ctrl+Left Arrow
Up one line	Up Arrow
Down one line	Down Arrow
Up one paragraph	Ctrl+Up Arrow
Down one paragraph	Ctrl+Down Arrow
Beginning of line	Home
End of line	End
Beginning of page (not including title area)	Ctrl+Home
End of page	Ctrl+End
Title area	PgUp, or Ctrl+A, Ctrl+A, Tab until the title is selected

## Select content: expand selection

TO DO THIS	PRESS
Right one character	Shift+Right Arrow
Left one character	Shift+Left Arrow
Right one word	Shift+Ctrl+Right Arrow
Left one word	Shift+Ctrl+Left Arrow
Up one line	Shift+Up Arrow
Down one line	Shift+Down Arrow
Up one paragraph	Shift+Ctrl+Up Arrow
Down one paragraph	Shift+Ctrl+Down Arrow
To beginning of paragraph	Shift+Home
To end of paragraph	Shift+End

To beginning of outline	Shift+Ctrl+Home
To end of outline	Shift+Ctrl+End
Whole paragraph, then outline, then page	Ctrl+A for each level of expansion

## Edit content

TO DO THIS	PRESS
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Insert hyperlink	Ctrl+K
Undo	Ctrl+Z
Redo	Alt+F7
Move from one misspelled word to another	Alt+F7
New outline	Ctrl+Shift+Q
Move from one outline to another	Ctrl+A, Ctrl+A, Tab
Save changes	Ctrl+S
<p><b>NOTE</b> While OneNote Online is running, your notes are automatically saved whenever you change them. Manually saving notes is not necessary.</p>	

## Tables

TO DO THIS	PRESS
Create a new cell, when positioned in the last cell of the table	Tab
Insert row below	Ctrl+Enter

**NOTE** When a cell, column, or row is selected, alignment applies to the content of the selected cells. When a table is selected, alignment is applied to the table but does not affect alignment within cells.

## Format text

TO DO THIS	PRESS
Bold	Ctrl+B
Italics	Ctrl+I
Underline	Ctrl+U
Bulleted list	Ctrl+Period
Numbered list	Ctrl+Slash, or Ctrl+Shift+O
Align left	Ctrl+L
Align right	Ctrl+R
Align centered	Ctrl+E
Increase indent	Alt+Shift+Right Arrow
Decrease indent	Alt+Shift+Left Arrow

## Tag notes

TO DO THIS	PRESS
To do	Ctrl+1
Important	Ctrl+2
Question	Ctrl+3
Remember for later	Ctrl+4
Definition	Ctrl+5
Highlight	Ctrl+6
Contact	Ctrl+7
Address	Ctrl+8
Phone number	Ctrl+9

## Windows and Mac keyboard equivalents

KEY	MODIFIER	WINDOWS	MAC
Backspace	Alt		Backspace one word at a time
End	Alt		Move the insertion point to the bottom of the document or outline
Enter	Alt	In Internet Explorer, display page properties	
Tab	Ctrl-Alt	Switch tasks	
Home	Alt	Go to the home page	Move the insertion point to the top of document or outline
Left	Alt	In Internet Explorer, go back	Move left one word at a time
PageDn	Alt	Go to the next the page	Go to the next page
PageUp	Alt	Go to the previous page	Go to the previous page
Right	Alt	In Internet Explorer, go forward	Go right one word at a time
Tab	Alt	Switch between applications	Move focus between browser and page elements (accessibility loop)
Down	Alt-Shift	Move the current page down one position in the Navigation Pane	Select from the insertion point to the end of the paragraph
End	Alt-Shift	Move to the last page in the section	Move to the last page in the section
Enter	Alt-Shift	In Internet Explorer, switch to full screen	
Tab	Ctrl-Alt-Shift	Switch tasks	
Home	Alt-Shift	Move to the first page in the section	Move to the first page in the section
Left	Alt-Shift	Remove one level of indent	Select left, one word at a time
Right	Alt-Shift	Indent	Select left, one word at a time
Tab	Alt-Shift	Switch between applications	Move the focus between browser and page elements (accessibility loop)
Up	Alt-Shift	Move the current page down one position in the Navigation Pane	Select from the insertion point to the end of the paragraph
Backspace	⌘		Backspace one word at a time
Delete	⌘		Delete one word at a time
Down	⌘		Move the insertion point down, one paragraph at a time

End	⌘		Move the insertion point to the bottom of the document or outline
Home	⌘		Go to the top of the document or outline (in Safari, go to the browser home page)
Left	⌘		Move the insertion point to the beginning of the line (in Firefox, go to the previous page)
Right	⌘		Move the insertion point to the end of the line (in Firefox, go forward)
Tab	⌘		Switch tasks (like Windows Alt-Tab)
Up	⌘		Move the insertion point up, one paragraph at a time
ESC	⌘-Alt		Open Task Manager (Force Quit apps)
Home	⌘-Alt		In Safari, go to the browser home page
Left	⌘-Alt		In Chrome, switch between browser tabs
Delete	⌘-Shift		In Firefox, clears the browser cache
Down	⌘-Shift		Select down, one paragraph at a time
End	⌘-Shift		Select to the bottom of document or page
Home	⌘-Shift		Select to the top of document or page (in Safari, go to the browser home page)
Left	⌘-Shift		Select to the beginning of line
Right	⌘-Shift		Select to the end of line
Tab	⌘-Shift		Switch tasks (like Windows Alt-Tab)
Up	⌘-Shift		Select up, one paragraph at a time
ESC	Ctrl-Shift	Open Task Manager	
Right	Ctrl-Shift	Select right, one word at a time	
Down	Ctrl	Move the insertion point down, one paragraph at a time	Move the insertion point to end of line
Left	Ctrl-Shift	Select left, one word at a time	
ESC	Ctrl	Open the Start menu or Start screen	
Delete	Ctrl-Alt	Open the Lock Screen menu	

Left	Ctrl	Move the insertion point left, one word at a time	Display a widget dashboard
PageDn	Ctrl		In Firefox and Chrome, switch between open tabs
PageUp	Ctrl		In Firefox and Chrome, switch between open tabs
End	Ctrl	Move the insertion point to end of the document or outline	
Tab	Ctrl	Switch between open tabs	Switch between open tabs
Up	Ctrl	Move the insertion point up, one paragraph at a time	Move the insertion point to the beginning of the line
Backspace	Ctrl-Alt	Backspace one letter at a time	Backspace one letter at a time
Home	Ctrl	Move the insertion point to the beginning of the document or outline	
Down	Ctrl-Alt	In Internet Explorer, scroll the page down	
End	Ctrl-Alt	In Internet Explorer, scroll to the bottom of the page	
Home	Ctrl-Alt	In Internet Explorer, scroll to the top of the page	
PageDn	Ctrl-Alt	In Internet Explorer, scroll down	
PageUp	Ctrl-Alt	In Internet Explorer, scroll up	
Right	Ctrl	Move the insertion point left, one word at a time	
Up	Ctrl-Alt	in Internet Explorer, scroll the page down	
Backspace	Ctrl-Alt-Shift	Backspace one word at a time	Backspace one word at a time
End	Ctrl-Alt-Shift	In Internet Explorer, scroll to the bottom of the page	
Home	Ctrl-Alt-Shift	In Internet Explorer, scroll to the top of the page	
PageDn	Ctrl-Alt-Shift	In Internet Explorer, scroll down	
PageUp	Ctrl-Alt-Shift	In Internet Explorer, scroll up	
ESC	Alt	Minimize window	
Down	Ctrl-Shift	Select down, one paragraph at a time	Select to the end of the line
ESC	Alt-Shift	Minimize window	
Home	Ctrl-Shift	Select up, one paragraph at a time	Select to the beginning of the line



Insert	None	Start Overtyping mode	
PageDn	Ctrl-Shift	Switch to the next page	
PageUp	Ctrl-Shift	Switch to the previous page	
Tab	Ctrl-Shift	Switch between open tabs	Switch between open tabs
Up	Ctrl-Shift	Select up, one paragraph at a time	Select to the beginning of the line
BackspaceNone		Backspace one letter at a time	Backspace one letter at a time
Delete	None	Backspace one letter at a time	Backspace one letter at a time
Down	None	Move the insertion point down, one line at a time	Move the insertion point down, one line at a time
End	None	Move the insertion point to end of line	Move the insertion point to end of line
Enter	None	Insert a new line	Insert a new line
BackspaceCtrl		Backspace one word at a time	
Home	None	Move the insertion point to beginning of the line	In Safari and Chrome, move the insertion point to the beginning of the paragraph
Left	None	Move the insertion point left, one letter at a time	Move the insertion point left, one letter at a time
PageDn	None	Move the insertion point down, one screen at a time	Move the insertion point down, one screen at a time
PageUp	None	Move the insertion point up, one screen at a time	Move the insertion point up, one screen at a time
Right	None	Move the insertion point right, one letter at a time	Move the insertion point right, one letter at a time
Tab	None	Indent, or go to the next table cell	Indent, go to the next table cell, or insert a table
Up	None	Move the insertion point up, one line at a time	Move the insertion point up, one line at a time
BackspaceShift		Backspace one letter at a time	Backspace one letter at a time
Down	Shift	Select down, one line at a time	Select down, one line at a time
End	Shift	Select to the end of the line	Select to the end of the line
Enter	Shift	Insert a soft line break	Insert a soft line break
Home	Shift	Select to the beginning of the line	Select to the beginning of the line
Left	Shift	Select left, one letter at a time	Select left, one letter at a time
Right	Shift	Select right, one letter at a time	Select right, one letter at a time

Tab	Shift	Remove one level of indent, go to the previous table cell	Remove one level of indent, go to the previous table cell
Up	Shift	Select up, one line at a time	Select up, one line at a time